

# Mayne Island Improvement District

## Trustee Confidentiality Agreement

**Excerpt from: Ministry of Community Services *Improvement District Manual***

SECTION B – Improvement District Administration

### **Use of Confidential and Private Information**

Trustees acquire much information that may not be public and is still considered confidential. It is a betrayal of trust to use confidential information for personal advantage. Trustees must not communicate confidential information to anyone not entitled to receive it.

If a trustee disagrees with the designation of such information as confidential, or the designation of those entitled to receive it, they should advise the board in writing at an in-camera meeting advise them of the reasons for the disagreement. If the disagreement is not resolved, then the board may at least make preparations to respond to the matter.

### **Conduct After Leaving Office**

After leaving office, a trustee should abide by these guidelines except for those related to confidential information which will apply in perpetuity, or until public release of such information as authorized by the board.

While provisions in the *Community Charter* do not apply to Improvement Districts, local government elected officials have specific restrictions with regard to confidentiality, use of insider information, inside influence, outside influence, accepting gifts and disclosing contracts with the local government which should be used as a guideline.

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### **Mayne Island Improvement District Trustee Confidentiality Agreement:**

Consistent with the guidelines stated above, I will hold all confidential information<sup>1</sup> in trust and confidence, and will not use, disclose, communicate or convey, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as necessary in the performance of my duties.

I will not remove any records containing confidential information from the Board of Trustees unless explicitly authorized to do so, and will return such records to the Board of Trustees upon completion of any assignment or as requested by the Chairperson of the Board.

<sup>1</sup>Such confidential information or documentation may include personal information of Mayne Island Fire Rescue staff and Mayne Island Volunteer Firefighters Association members or organizational or other information from members of the public that is required to be kept confidential under the terms of the *Freedom of Information and Protection of Privacy Act* (BC).

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Trustee Signature

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Date

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Print Name